

**BY ORDER OF THE COMMANDER  
GOODFELLOW AIR FORCE BASE**



**GOODFELLOW AIR FORCE BASE  
INSTRUCTION 33-303**

**25 NOVEMBER 2014**

***Communications and Information***

***ENTERPRISE INFORMATION  
MANAGEMENT***

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OPR: 17 CS/SCOK

Certified by: 17 CS/CC  
(Lt Col Ryan J. Vetter)

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This instruction implements and extends the guidance of AETCI33-303, *Command Enterprise Information Management SharePoint*, 28 February 2012. It establishes policy and procedures for creation, administration and management of information deployed on SharePoint and the Air Force Portal. It outlines procedures for the command enterprise information management SharePoint process for the 17th Training Wing. It applies to all Air Force personnel (military, civilian and contractors) within the 17th Training Wing. This publication applies to Air Force Reserve Command and Air National Guard (ANG) if the units are utilizing AETC provided Enterprise Information Management (EIM)-SharePoint environment. Submit suggested changes to this instruction to the office of primary responsibility (OPR) on AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## **1. Mission Statement.**

- 1.1. The primary mission of 17th Communications Squadron Knowledge Management Center (17 CS/SCOK) is to provide electronic information management support and services for all Goodfellow AFB websites, including Microsoft SharePoint and AF Portal.
- 1.2. The determination of whether or not a squadron has a SharePoint site will be decided by the assigned unit commander.
- 1.3. The appointment letter (See Attachment 2) will be reviewed annually and each time a new unit commander is appointed. The updated copy will be provided to 17 CS/SCOK.

## **2. Responsibilities of 17 CS/SCOK.**

- 2.1. The 17 CS/SCOK is the Site Owner for Goodfellow AFB SharePoint site and the Content Manager for the Goodfellow AF Portal site. The 17 CS/SCOK office will provide classroom training for all appointed SharePoint Site Managers and AF Portal Content Publishers on a monthly basis.
- 2.2. The 17 CS/SCOK is the Wing Inspection Team (WIT) Program Manager for SharePoint and AF Portal and is responsible for oversight of assignment and completion of MICT checklists.
  - 2.2.1. Must provide a current Wing Inspection Schedule to the 17 TRW/IG.
  - 2.2.2. Must provide the Group Self-Assessment Monitors (GSAMs) the MICT checklists and names of individuals responsible for completing them.

## **3. SharePoint Site Managers.**

- 3.1. Site Permissions.
  - 3.1.1. Only Site Managers identified on signed appointment letters will be placed in the Site SharePoint group. Any changes in personnel will require a new appointment letter. See Attachment 2 for the memorandum template.
  - 3.1.2. Permissions must be assigned to groups, not individuals. Assigning individual permissions creates a permissions environment that is difficult to manage. Group permissions support a role-based permissions environment which allows a departing individual to be replaced by a new individual easily – the new individual inherits all of the correct permissions for the role.
  - 3.1.3. Exceptions to site permissions must be approved by the unit commander.
  - 3.1.4. The standard SharePoint security group naming convention must always begin with the site name (i.e., 17CS\_Members).
  - 3.1.5. Keep specialized groups to a minimum (i.e., 17CS\_Sec\_Chiefs).
  - 3.1.6. Document library restricted permissions. Libraries will have an (R) appended to the end of the document library name to notate a document library with restricted permissions. The description field will contain notice as to why it is restricted and to what groups it is restricted for future reference.

3.1.7. Mark all information requiring restricted permissions. Documents uploaded to restricted areas will be marked appropriately for the types of data they contain (i.e. *(FOUO)(PA) Example Document Name.doc*).

3.1.8. Unique Permissions. Do not create unique permissions for items below the container (subsite/list/library) level unless absolutely necessary (e.g. alert rosters, timecards, finance/GPC, other PII-driven processes).

### 3.2. Training.

3.2.1. Initial SharePoint training class with the base Site Owner and the four CBTS located in the AF e-learning are a one-time requirement.

3.2.2. Annual refresher training will be provided in class by 17 CS/SCOK.

### 3.3. Responsibilities.

3.3.1. Manage the content, administration of permissions to their site(s) and updates of their page/ site(s).

3.3.2. Will ensure appropriate permission assignment is given to document libraries containing folders/documents with For Official Use Only (FOUO), Privacy Act (PA) /Personally Identifiable Information (PII), Foreign Disclosure, and any data driven by law or regulation.

3.3.3. Leadership information will be updated on unit website(s) immediately following Changes of Command.

3.3.4. Complete the Site Content Review checklist every 180 days. It is imperative this checklist is accomplished to ensure all Goodfellow SharePoint sites are up-to-date, consistent, and have proper permission structures in place. See Attachment 3 for the Site Content Review checklist.

3.3.5. Must respond (in writing) to all deficiencies within 30 days upon receipt of an inspection report from the Wing Inspection Team.

3.3.6. Really Simple Syndication (RSS) feeds are permitted with prior approval from 17 CS/SCOK who will screen to ensure they meet Air Force standards.

3.3.7. Site Managers will create a document library titled "Site Manager Documents" and keep the following documents there: Site Manager and Content Manager appointment letters, training certificates, and content review checklists.

## 4. Air Force Portal Content Publishers.

### 4.1. Site Permissions.

4.1.1. Only Content Publishers identified on signed appointment letters will be placed in the User Administration. Any changes in personnel will require a new appointment letter. See Attachment 2 for the memorandum template.

### 4.2. Training.

4.2.1. Initial and annual required training is found in ADLS. There is one course required for Content Publishers: AFJQSi3DXXX-225P, Air Force Portal Content

Management. Air Force Portal Site Publishers manage their respective unit's AF Portal page.

#### 4.3. Responsibilities.

4.3.1. All responsibilities of the Air Force Portal Content Publishers are consistent with the SharePoint Site Managers' in paragraph 3 above, with exception of the training requirement on AF e-Learning.

### 5. Evaluation Management System (EMS) Managers.

#### 5.1. Site permissions.

5.1.1. Each unit has an EMS Managers security group in Active Directory. Only EMS Managers appointed by their commander are authorized to be members of this security group. Contact your IAO or 17 CS/SCOK to be added to your EMS security group.

#### 5.2. Training.

5.2.1. Classroom EMS Manager training is provided by 17 FSS and 17 CS/SCOK in the recurring Commander Support Staff training.

5.2.2. Additional training is available on the Commander Support Staff Collaboration SharePoint site.

#### 5.3. Responsibilities.

5.3.1. EMS Managers are given full control to the unit's EMS site in accordance with the EIM Tools Professionals Appointment Letter in Attachment 2.

5.3.2. EMS Managers are appointed to create and manage all EMS sites for the unit.

5.3.3. Site permissions to individual sites are managed by the unit EMS Manager.

5.3.4. EMS Managers will contact 17 CS/SCOK or 17 FSS/Force Management for training within 90 days of being appointed.

KIMBERLEE P. JOOS, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AETCI 33-303, *Command Enterprise Information Management SharePoint*, 28 Feb 2012

AFMAN 33-363, *Management of Records*, 01 Mar 2008

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**EIM**—Enterprise Information Management

**EMS**—Evaluation Management System

**FOUO**—For Official Use Only

**GSAM**—Group Self-Assessment Monitors

**IRP**—Internet Release Package

**MICT**—Management Internal Control Toolset

**PA**—Privacy Act

**PII**—Personally Identifiable Information

**RSS**—Really Simple Syndication

**SAV**—Staff Assistance Visit

**WIT**—Wing Inspection Team

## Attachment 2

# ENTERPRISE INFORMATION MANAGEMENT (EIM) TOOLS PROFESSIONALS APPOINTMENT LETTER



DEPARTMENT OF THE AIR FORCE  
17TH TRAINING WING (AETC)  
GOODFELLOW AIR FORCE BASE TEXAS

DATE

MEMORANDUM FOR 17CS/SCOK

FROM: (unit)/CC

SUBJECT: Appointment of Enterprise Information Management (EIM) Tools Professionals

1. The following are Points of Contact (POCs) for the respective EIM tools listed below:

AF Portal					
Content Publishers (CP)					
Pri/Alt	Rank	Name	Off Sym	Phone	Email
Pri					
Alt					

Evaluation Management System (EMS) Managers					
Pri/Alt	Rank	Name	Off Sym	Phone	Email
Pri					
Alt					



SharePoint Site Managers					
Pri/Alt	Rank	Name	Off Sym	Phone	Email
Pri					
Alt					

2. Content Publishers will complete the following required training within the next 90 days and forward the training certificates to 17CS.knowledgeops@us.af.mil:

- a. AFJQSi3DXXX-225P, Air Force Portal Content Management

3. Site Managers will complete the following required training within the next 90 days and forward the training certificates to 17CS.knowledgeops@us.af.mil:

- a. Getting Started with SharePoint 2010
- b. SharePoint 2010 New Features for End Users
- c. Managing SharePoint 2010 Sites, Lists, and Libraries
- d. SharePoint 2010 New Features for Power Users

4. AF Portal Content Publishers, EMS Managers, and SharePoint Site Managers are required to attend hands on training. Please contact the Base Knowledge Management office at 477-3642 or email 17cs.knowledgeops@us.af.mil to schedule.

5. I have briefed the above individuals of their responsibilities including content reviews of their respective sites every 180-days IAW AETCI33-303, para.3.9.3.

*Commander Signature Block*

## Attachment 3

## SITE CONTENT REVIEW CHECKLIST

ALL PURPOSE CHECKLIST		PAGE	OF	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
Site Content Review (URL)				
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	Yes	No	N/A
1	Site Admin information is current and up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	All links working/no broken URLs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Site Theme inherited from top-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Mission Statement is current and easy to read.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Default Web Part titles are deleted/updated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Links to Office Base Agencies are working/not broken and a disclaimer alert notice pops up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	All links to non-.gov/.mil Web resources support the organization's mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	All external links are reviewed quarterly to ensure their continued suitability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Blocks, programs or channels do not contain links to or reference private access Web sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	No product endorsements or preferential treatment on official DoD Web sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Disclaimer statement is used when displaying commercial advertisements, sponsorships, or linking to nongovernment sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	The use of personal information, where applicable, has been authorized by the local commander, for official purposes, and an appropriate risk assessment has been performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	All site content has been reviewed for Privacy Act information and Personally Identifiable Information (PII) and has been deleted or secured in accordance with AFI 33-332, The Air Force Privacy and Civil Liberties Program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Links do not display incomplete paths or "Under Construction" signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	All sites/pages do not contain critical information (sensitive mission data that by itself is unclassified, but when combined with other available data, may reveal classified information).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	All documentation in programs or channels do not contain any classification or markings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	All blocks and programs for channels do not contain unclassified information requiring special handling IAW AFI 33-113.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>